

THE CITY OF KNOXVILLE

CIVIL SERVICE JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106. Web: www.knoxvilletn.gov

9044

Transportation Officer

12/4/2015

(Entry-Level and Promotional)

Drug testing may be required

ENTRY-LEVEL SALARY: \$ 26,995 annually

PAY GRADE RANGE: \$ 26,995 - \$ 40,015 annually (Pay Grade 4)

The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.

Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.

The City of Knoxville only accepts online applications. To apply, go to www.knoxvilletn.gov. **You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete.** If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents MUST be submitted online by **4:30 p.m. on: Monday, December 14, 2015.**

- Completed City of Knoxville Online Application

JOB DESCRIPTION: Please See Attached Position Description

MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Current City Employees may apply, but must have completed initial Civil Service probationary period and must have received a satisfactory performance rating on their last evaluation to receive promotional preference.
- Graduation from an accredited high school or equivalent.
- Must be able to obtain a Tennessee Class D driver's license.
- The hiring authority may give preference to individuals with prior experience transporting prisoners in a prisoner transporting vehicle.

EXAMINATION

The selection procedure consists of a written examination (100% of final score). The written test subject areas include Reading Comprehension, Public Relations, Following Instructions, Radio Communication, Driving Practices and Ability to Read a Map.

Prior to final selection and appointment, applicants must submit to and be approved by the following procedures: Extensive physical examination, including DRUG TESTING, comprehensive psychological evaluation, and a background investigation (including polygraph examination).

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.

POSITION DESCRIPTION
City of Knoxville

Class Title: Transportation Officer	Working Title: same	PCN :
	Incumbent: vacant	Created: 12/11/07 Updated: 12/1/15

GENERAL DESCRIPTION

Under close to general supervision, as a civilian, is responsible for transporting prisoners for the Knoxville Police Department.

ESSENTIAL FUNCTIONS

Monitors radio for calls for service.

Reads and interprets a City map to locate field sites.

Subdues and/or assists in subduing violent or resistive prisoners only as necessary according to KPD general orders.

Searches prisoners for weapons or other contraband before transporting.

Aids, and/or carries with assistance, prisoners short distances to the paddy wagon.

Transports persons from field site to jail facility or other designated locations.

Completes basic reports and forms as required to transport prisoners.

Reports conditions or violations that pose potential threat to public safety observed during the course of performing normal duties to the appropriate agencies.

Maintains effective working relationships with the public, supervisors, co-workers, and other law enforcement agencies.

MARGINAL FUNCTIONS

Transports various items to field sites and facilities (e.g., barricades, confiscated objects, etc.).

Washes and cleans paddy wagon with a high-pressure hose and cleaning solutions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge and ability to perform basic radio communications.

Knowledge of basic report writing and forms completion.

Knowledge and ability to perform basic search procedures.

Knowledge and ability to maintain situational awareness and officer safety.

Ability to drive and safely operate City vehicles.

Ability to read and understand basic written materials (e.g., charts, general orders, maps, etc.).

Ability to follow oral and written instructions.

Ability to restrain resistive persons as required for transporting.

PHYSICAL REQUIREMENTS

This position consists of primarily medium work, requiring the incumbent to exert up to 50 pounds of force occasionally, or 20 pounds (or less) of force frequently, in order to lift/carry, push/pull or otherwise move objects. A description of the specific physical requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MENTAL REQUIREMENTS

This position uses relevant principles and procedures to solve practical problems and to deal with a variety of concrete variables in situation where only limited standardization exists. A description of the specific mental requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MINIMUM REQUIREMENTS

Graduation from a accredited high school or equivalent.

Must be able to obtain a Tennessee Class D driver's license.

The hiring authority may give preference to individuals with prior experience transporting prisoners in a prisoner transporting vehicle.